

CHARTER
MODERN DEFENSE CIVILIAN PERSONNEL DATA SYSTEM
CHANGE CONTROL BOARD

1. Purpose: This charter establishes the composition, function, responsibilities, and authority of the modern Defense Civilian Personnel Data System (DCPDS) Change Control Board (CCB). It grants authority to the Board for accomplishing change control responsibilities. The DoD Civilian Personnel Management Service (CPMS) is responsible for preparation and approval of the CCB charter. This charter will be revised periodically to reflect appropriate changes in the CCB composition and level of authority.

2. Authorities:

- a. DoD Directive 1400.25, Department of Defense Civilian Personnel Manual System, November 25, 1996.
- b. DoD Directive 5105.53, Director of Administrative Management, November 23, 1998.
- c. DoD Directive 5110.4, Washington Headquarters Services, May 10, 1999.
- d. DoD Directive 5124.4, Department of Defense Civilian Personnel Management Service, August 30, 1993.

3. Program Title: Modern Defense Civilian Personnel Data System.

4. Scope: The CCB reviews, approves, and prioritizes functional changes to the modern DCPDS software. Requests for changes are received from many sources. These sources include Office of the Secretary of Defense, CPMS, DoD Components, modern DCPDS sustainment and maintenance vendor (hereafter referred to as the Vendor), Defense Finance and Accounting Service, Office of Personnel Management, and other Federal agencies.

5. Policy:

- a. DoD will have one standard civilian personnel data system to process personnel actions, retrieve data on all employees and actions, and provide a Human Resources administration system to assist managers and supervisors in their personnel management responsibilities.
- b. A Change Control Board (CCB) will be established to review and prioritize functional changes proposed to the modern DCPDS. The CCB is a voting board. It will approve proposed system changes as authorized by this Charter.

c. The CCB will make collective recommendations to the CCB Chairperson outlining priorities, requirements, anticipated costs, and outcomes. The Chairperson will take immediate action on non-controversial and routine recommendations approved by the Board. Controversial issues, Board disagreements, and high risk or cost issues will be forwarded to the Director, CPMS for decision. All requests not approved will be returned accompanied with an explanation of the reasons for the disapproval.

d. Routine system changes involving normal maintenance fixes and software modifications resulting from external law or regulatory and policy changes will not require CCB review. These changes will be initiated by CPMS and provided to the Components for comment within ten-days before forwarding to the Vendor for implementation. Components will be notified of emergency systems changes (see paragraph 17.a. below) as soon as practical. Components will be provided information on the status of the changes and their priority. Board members will have the opportunity to comment on any priorities established through this process.

e. CPMS will fund defense-wide changes to the modern DCPDS approved baseline that result from requirements, enhancements, or other changes accepted as part of the standard modern DCPDS functionality and approved as authorized under this Charter.

f. Components and external agencies may request agency-unique requirements, enhancements, and other changes that are outside the criteria for standard modern DCPDS software functionality. Requests will be evaluated against desired outcome, cost, and schedule criteria. The requesting Component or external agency will be required to fund the additional costs resulting from any agency-unique changes. Such requests will be processed in accordance with standard operating procedures.

g. Procedures for the operation of the CCB will be covered in a separate operating procedure.

h. A separate Engineering Review Board (ERB) will cover recommendations for changes in hardware configuration, non-application software, and network connectivity.

6. Membership: The membership of the CCB consists of a representative from each of the organizations identified in a. and b. below. A primary and an alternate from each of the organizations must be designated in writing by the Defense Component or external agency senior human resources official. Members will formally notify the CCB Secretary of changes to their designated primary and alternate members. The designated members should be delegated full authority to represent their organizations at the CCB including the authority to commit the organization to cost reimbursement for approved enhancements. In the absence of the primary member, the alternate member should have full authority to act on behalf of the represented organization. The CCB will review system change requests, recommend changes, assign action items, establish suspenses for

appropriate technical staff, establish priorities, and ensure Board activities are properly documented. The CCB composition includes:

a. Voting Members.

- (1) Chairperson
- (2) Department of the Army
- (3) Department of the Navy
- (4) Department of the Air Force
- (5) Washington Headquarters Services (Represents all Defense agencies except DLA)
- (6) Defense Logistics Agency
- (7) National Guard Bureau
- (8) Non-DoD customers (one consensus vote)

b. Non-Voting Members.

- (1) Defense Civilian Pay Policy, Defense Finance and Accounting Service
- (2) CPMS Technical or Functional Representatives
- (3) CPMS CCB Secretary
- (4) Vendor

7. Overall CCB Responsibilities:

- a. Develop system change evaluation criteria that can be used by the CCB to determine the cost and benefits of requested changes; develop and enforce all facets of the modernization change management policies, processes, and procedures used to process change requests; and maintain the integrity of all system components.
- b. Ensure that proposed changes to hardware, software, and documentation are systematically evaluated with respect to impact on other related program elements.
- c. Determine if a requested change is an enhancement or a required fix for the application.

d. Recommend action on proposals and system change requests from Board members or external sources. (This includes examining the cost data for reasonableness and consistency, and considering the effects on overall system performance and compatibility requirements, including operating system, environmental compatibility, and security, before approving a change.)

e. Provide recommendations to the ERB for additional commercial off-the-shelf/non-developmental item equipment and software. Recommend the source of funds for the desired system modification(s).

f. Ensure that only those changes that fully consider both necessity and associated life cycle costs are recommended for approval.

g. Prioritize requirements for software changes to modern DCPDS. (Mission requirements, costs and benefits, and resources availability will be prime considerations.)

h. Approve system change requests consistent with this Charter.

i. Ensure that only approved changes are implemented.

j. Maintain a record of system changes.

8. CPMS Director Responsibilities:

a. Appoint the CCB Chairperson and alternate CCB Chairperson from the CPMS staff.

b. Determine the disposition on controversial, high cost, and high risk systems changes recommended by CCB voting members.

c. Review and make disposition on Component appeals of system change priority assigned by the Board.

9. CCB Chairperson Responsibilities: The Chairperson is responsible for conducting CCB meetings, ensuring adherence to disciplined change-management procedures, and ensuring timely CCB recommendations/decisions based on current factual data. The Chairperson will make recommendations/decisions on all system change requests and related issues, and will coordinate with the appropriate organization(s) on the implementation dates. The Chairperson's specific responsibilities are listed below:

a. Preside over the CCB.

b. Appoint the CCB Secretary and alternate CCB Secretary.

c. Direct preparation, staffing, and approval of the Change Management Plan, the CCB operating instruction, and changes to the CCB charter.

- d. Determine the need for and convene CCB meetings.
- e. Request and evaluate impact analysis on requested changes.
- f. Keep higher management advised of significant changes.
- g. Establish criteria for the acceptability of proposed changes.
- h. Determine who or what organizations need to be involved in review of a change.
- i. Assign action items, as required.
- j. Direct disposition of each CCB system change request by taking one of the following courses of action:
 - (1) Approves or conditionally approves non-controversial and routine requests when the voting Board members present approve them.
 - (2) Refers controversial requests to the CPMS Director for review and decision.
 - (3) Returns the recommended request to the originator(s) for additional information or clarification.
- k. Approve the CCB minutes and directives submitted by the CCB Secretary for distribution to all CCB members.
- l. Present CCB recommendations or issues to the CPMS Director for review within fifteen business days of CCB meeting, as appropriate.

10. CCB Secretary Responsibilities: The Secretary is responsible for administering all CCB procedures and actions, and for serving as recorder at all CCB meetings. This includes performing all administrative functions required to support the CCB and coordinating with the members to ensure that Board actions are properly presented and documented. In the absence of the CCB Secretary, the alternate will perform the duties of the CCB Secretary. The Secretary's responsibilities are listed below:

- a. Develop, publish, and distribute the CCB agenda and meeting schedule to designated organizations and CCB members.
- b. Receive change requests, establish CCB item records in the configuration management (CM) database, open a case file for each item, and ensure the CM database is updated as required.

- c. Distribute the change requests to CCB members for their review prior to CCB meetings.
- d. Document attendance and record the minutes of each CCB meeting, and distribute final minutes to each CCB member within five business days of approval.
- e. Ensure required coordination of changes is accomplished prior to implementation.
- f. Ensure the Board action is documented for each change request, and advise requesting organization of the action taken by the CCB.
- g. Maintain a current list of appointments to the CCB, and publish an update at least semiannually.
- h. Maintain a file of applicable regulations, policies, and correspondence pertaining to CCB functions.
- i. Maintain the Change Management Plan, the CCB operating instruction, and the CCB Charter, and keep updated.

11. Individual CCB Member Responsibilities: Individual CCB members will review all changes and other agenda items presented to the CCB, and act as voting members (where applicable) and advisors to the CCB Chairperson by representing their organizational position and presenting operational or organizational concerns to the Chairperson. The CCB member's responsibilities are listed below:

- a. Act as the CCB focal point within their organization ensuring that change requests and agenda items are fully coordinated within their organization, and all concerns, questions, or problems are addressed.
- b. Review and evaluate the effect of agenda items before CCB meetings.
- c. Obtain sufficient information needed to assess the effect of the change, and participate in the CCB review.
- d. Negotiate for their respective Component, and have the authority to commit their organization to take action on changes being reviewed by the CCB to include committing their organization to providing required funding.
- e. Complete an impact analysis detailing the impact of the change(s) to the organization that the member is representing.
- f. Provide hard copies of Component-requested CCB agenda items and supporting documents to the CCB Secretary at least fifteen business days prior to the scheduled meeting.

g. Attend CCB meetings or send the designated alternate. Alternates may attend meetings with the primary Board member.

h. Ensure action items assigned are completed by established deadlines.

12. Defense Finance and Accounting Service (DFAS) Responsibilities: The DFAS representative will serve in an advisory capacity with responsibility to ensure review and coordination on changes that may have an effect on payroll policy and the payroll system.

13. Non-DoD Customer Responsibilities: Non-DoD customers of the modern DCPDS will serve in an advisory capacity with responsibility to ensure requirements unique to them are presented and addressed. Collectively, non-DoD customers will have one vote on the CCB.

14. Modern DCPDS Vendor Responsibilities: The Vendor will serve in an advisory capacity on technical matters concerning system change design issues, release timing, software engineering, and related areas as set forth in its contract. The Vendor may be asked to leave the meeting when it is necessary to discuss contract matters.

15. CCB Meetings:

a. The CCB Chairperson will schedule CCB meetings on an “as required” basis; however, at least one meeting will occur each quarter. CCB meetings will be guided by the priority of the agenda items requiring action. In the absence of the Chairperson, a designated alternate Chairperson operates with full authority as provided by the CCB Charter and implementing directives. A quorum for CCB meetings occurs when 50 percent of the voting members are present. Recommendations agreed upon during the meeting will not be further coordinated with organizations not in attendance.

b. The CCB requires sufficient expertise in appropriate functional and technical areas to render sound decisions on proposed changes and system-related issues. Depending on the type of change proposed, the CCB may require specialized advice. With approval of the CCB Chairperson, functional and technical advisors from DoD as well as from external sources may be invited to participate in the CCB. The CCB Secretary will provide these advisors background information in advance of the CCB meeting.

16. System Change Request Process: System change requests and other agenda items are originated by CPMS, or by DCPDS users through Component or external agency channels, and forwarded to the CCB Chairperson. The CCB Chairperson sets up the agenda for meetings. The CCB Secretary then schedules system change requests and agenda items for review inviting advisors as necessary. Scheduled system change requests and agenda items are reviewed by the CCB. The Secretary documents the CCB proceedings. Controversial or precedence setting recommendations will be presented to the CPMS Director within fifteen business days of the meeting as appropriate. When a

system change request is disapproved, the decision on the system change request is returned through the CCB to the originator with an explanation prepared by the CCB Chairperson.

17. System Change Request Priorities: A primary objective of the CCB is to prioritize system change requests recommended for implementation in the modern DCPDS. The CCB will determine the recommended system change request priority. The Board Members may request reconsideration of the Board's priority recommendation. The Chairperson will respond within 15 business days of receipt of a reconsideration request with a decision as to whether or not to change or maintain the recommended priority. If the Component is dissatisfied with the Chairperson's decision, an appeal can then be made to the Director, CPMS. All system changes that are approved will be assigned one of the following priority categories:

a. Emergency change: An emergency priority is assigned to changes which, if not accomplished without delay, may:

- (1) Seriously compromise system security,
- (2) Result in a catastrophic degradation of system performance or capabilities, or
- (3) Result in non-compliance with law or court decision where timeliness is critical.

Implementation of an action to address emergency change requests will typically begin within 24-hours of approval.

b. Urgent change: An urgent priority is assigned to changes when failure to implement the change may lead to the following:

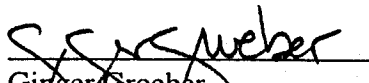
- (1) System performance or capabilities may be seriously affected, or a cumbersome and time-consuming alternative may be required,
- (2) Schedules may slip or costs may increase,
- (3) Critical products may be unusable,
- (4) New or changed regulatory requirement with a stringent completion date cannot be met, or
- (5) Result in non-compliance with law or court decision where timeliness is important but not critical.

Implementation of urgent change requests will be accomplished as soon as possible depending upon the magnitude of the problem(s) or required completion date.

c. Routine change: Changes are assigned to the routine category when an emergency or urgent priority is not applicable.

Routine changes will be completed, whenever possible, with the next scheduled update of the modern DCPDS. The CCB will recommend the priority for completing routine changes.

APPROVED:


Ginger Groeber
Director, Civilian Personnel Management Service

Date:

